From:	Tiffany Alvarez
To:	Donna Schwartz; Tiffany Alvarez; Monica Davis; Jesse Silva; Daniel Cohen; Eligio Lara; gladwell4@aol.com
Subject:	FW: Revised Records Retention Schedules - Police
Date:	Monday, October 14, 2024 3:55:54 PM
Attachments:	How to Use Retention Schedules FY 24-25.pdf Retention Legend - FY 24-25.pdf CITY WIDE (Used by All Departments).pdf Police.pdf

Forwarding to include Monica Davis (mldavis@cityofsantamaria.org). Thank you!

Tiffany x2272

From: gladwell4@aol.com <gladwell4@aol.com>
Sent: Wednesday, October 9, 2024 12:00 PM
To: Donna Schwartz <dschwartz@cityofsantamaria.org>; Tiffany Alvarez <talvarez@cityofsantamaria.org>; Michael Davis <mdavis@cityofsantamaria.org>; Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>
Subject: Revised Records Retention Schedules - Police

*** EXTERNAL EMAIL: Please use caution when opening links or attachments.***

Hi, Team,

Here are the revisions to your department's records retention schedule that we made in our meeting.

Please review and let us know if you would like any further changes, or if you approve of your department's retention schedule with the proposed changes.

All changes should be forwarded to our Project Manager, Donna Schwartz, and myself.

Attachments:

- How to Use Retention Schedules
- Retention Legend
- City-Wide (Used by ALL Departments)
- Your department's schedule (this is what needs your review / approval or edits.)

Thanks!

Diane R. Gladwell, MMC
President, Gladwell Governmental Services, Inc.
Office 909.337.3516
Cell 951.288.7360 http://www.gladwellgov.org

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-----Original Appointment-----
From: Donna Schwartz <dschwartz@cityofsantamaria.org>
Sent: Monday, October 7, 2024 12:27 PM
To: Donna Schwartz; Tiffany Alvarez; Michael Davis; Jesse Silva; Daniel Cohen; Eligio Lara; gladwell4@aol.com
Subject: Records Retention Update Project - Police
When: Tuesday, October 8, 2024 2:15 PM-3:15 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Microsoft Teams Meeting

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 217 901 804 249

Passcode: e74pgh

For organizers: Meeting options